Indiana University-Bloomington (IUB) has established guidelines and processes for obtaining access to LAR designated Animal Facility space. This is to ensure the health and safety of the animals and integrity of the research being conducted in the facilities. The requirements are established by the Laboratory Animal Resources (LAR) Department. For instructions on how to gain routine access to the facilities, see *Access to Animal Facilities* on the LAR home page lar.indiana.edu. The following guidelines are for visitors who are not part of the IUB animal care program. Visitors will be granted access and be escorted by LAR staff, a principal research scientist, or IUB animal user who is listed on an IACUC approved protocol. Preplanned group visits should be arranged by contacting the LAR office at least 5 days in advance to avoid disrupting research and animal care activities. **All visitors entering the LAR Animal Facilities must be accompanied by LAR, faculty or principal research scientists having undergone the Facilities Orientation and being listed on an IACUC approved animal use protocol.**

**Visitors entering LAR Animal facilities must abide by the following guidelines:**

* Visitors must be accompanied by IUB principal researchers having legitimate access to the Animal Facilities only during normal business hours Monday-Friday and use appropriate PPE.
* It is the responsibility of the IUB employee accompanying the visitor to convey all relevant health and safety information and ensure that visitors comply with all animal facility policies and any specific conditions of the visit.
* Unless otherwise instructed by LAR management, visitors will not be allowed access to rooms assigned ABSL-2 or higher or containing chemical, biological or radiation hazards.
* Visitors should be aware that they are entering an area with high exposure to animal allergens prior to entry and should determine if exposure to animals, caging, animal wastes or animal bedding would affect their health.
* During the visit, efforts must be made to avoid disturbing research animals or experiments.
* Visitors from outside of the university may not use cameras or other recording devices in the animal facility without permission of the Director, LAR.
* Visitors are not allowed in Quarantine rooms.
* Food, drink or tobacco products are prohibited anywhere within the animal-occupied areas of the animal facility.

Principal research scientists escorting visitors to the animal facilities must review this information before entering the animal facilities. If there are any “yes” answers to the following questions, then the IUB researcher must contact the Attending Veterinarian or Operations Manager of LAR to determine what to do next. Visitors must read and respond to the questions below.

| Yes | No | Question |
| --- | --- | --- |
|  |  | I have been in contact with a rodent (companion animal, wild or research) within the previous 72 hours. |
|  |  | I decline entering the animal facility because I will be entering an area with animals, caging, animal waste, and bedding, which can produce allergic symptoms or other health problems. |
|  |  | I decline entering the facility because the possibility exists for exposure to infectious pathogens. |

Visitor Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visitor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IUB Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_